



EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS
City of Minneapolis Human Resources Department
250 South 4th Street, Room #100
Minneapolis, MN 55415
(612) 673-2282
<http://www.minneapolismn.gov/jobs>

Employment Opportunities as of Tuesday, May 26, 2015

Open Positions

Job #	Job Title	Job Type	Salary	Open Date	Close Date
2015-00071	Equipment Manager (Amended)	Full-time	\$81,253.00 - \$88,788.00 annually	04/22/15	06/05/15

Department:

PW - FLEET SERVICES

Position Description:

Provide direction and coordination of activities in order to ensure public safety and accessibility of necessary equipment for all the needs of various Public Works divisions and all departments served. Assign and supervise personnel engaged in the operations and maintenance of equipment, parts and supplies and other division activities. Supervise complex assignments involving troubleshooting, modifications, fabrications and/or designs for equipment.

Required Qualifications:

EDUCATION: Associate's degree or 60 semester credits of college level course work in Automotive Technology, Truck and Heavy Equipment Repair.

MINIMUM EXPERIENCE: Five years of experience supervising employees, and experience performing journeymen level mechanical work in construction equipment or motor vehicle repair, including at least three years working with an equipment management system

LICENSES/CERTIFICATIONS: Valid A or B Commercial Driver's License with no air brake restrictions and **obtain one of the following certifications within one (1) year of hire.**

- Certified Automotive Fleet Manager (CAFM) or
- Certified Automotive fleet specialist (CAFS) or
- Certified Equipment Manager (CEM) or
- Certified Public Fleet Professional (CPFP)

2015-00178	Foreman Sewer Construction/Maintenance	Full-time	\$31.70 - \$34.03 hourly	05/21/15	06/18/15
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Department:

PW - CAPITAL IMPROVEMENTS

Position Description:

To supervise and coordinate the work of crews of skilled, semi-skilled and unskilled workers engaged in the construction and repair of storm drains, sanitary sewers, storm tunnels, storm drains, manholes, catch basins, cast-in-place concrete structures, holding ponds, and various other sewer related projects.

Required Qualifications:

Minimum Qualifications: High School Diploma or equivalent

Experience: Six (6) seasons of experience in construction, maintenance and/or equipment operation or a combination of construction, maintenance and equipment operation in the sewer field.

License/Certifications:

- Currently possess a Class S-C Wastewater Treatment Facility Operator Certificate or have the ability to obtain one within 1 year of hire.
- Must possess, and continue to maintain, a valid Class D or higher Drivers License, by time of hire.

2015-00085	Operating Maintenance Engineer	Full-time	\$26.68 - \$26.68 hourly	05/15/15	08/14/15
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Department:

CONVENTION CENTER

Position Description:

Responsible for the operation, maintenance and performance of technical work on physical plant facilities, including electro-magnetic controls, pneumatic systems, HVAC systems, overhead doors, water coolers, refrigeration, plumbing, life safety and security equipment at the Minneapolis Convention Center. Upholding high standards of customer service, independent judgment, and professionalism are required for this position.

Required Qualifications:

Experience:

Two (2) years of experience as a maintenance engineer or equivalent with experience working on 100 ton or larger air conditioning systems and, a basic plumbing, heating and building maintenance background.

Education:

High School Diploma or equivalent. A two (2) year technical/vocational school certificate/degree with emphasis on maintenance or building trades and/or systems is preferred.

License:

Must have and maintain a current Class 2-C or higher MN Boiler Engineer License. You **MUST** submit a copy of your license with your online application. Without it, your application will be deemed incomplete and will not be considered for this position.

2015-00144	Professional Engineer - Parking Services	Full-time	\$70,637.00 - \$90,102.00 annually	05/25/15	06/19/15
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Department:

PW - Traffic and Parking Services

Position Description:

Perform a variety of professional engineering work in the preparation of plans and specifications for engineering projects, supervision of construction projects and the maintenance of facilities. Provide technical expertise and leadership within the Traffic and Parking Services Division in resolving complex Parking Operations and design issues. Provide Parking input and serve as a technical resource on core teams, for both internal and external led projects. Seek out and promote new innovative strategies to enhance Parking operations and safety in City ramps.

Required Qualifications:

Education: Bachelor's Degree in Civil Engineering from an accredited college or university.

Experience: Four years of engineering related experience.

Licenses/Certifications: Valid Registration as a Professional Engineer in the State of Minnesota. It is highly desirable that persons possess, and continue to maintain, a valid driver's license by time of hire.

2015-00115	Supervisor Water Plant Electrical and Control Systems	Full-time	\$86,777.60 - \$91,936.00 annually	05/08/15	06/22/15
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Department:

PW - WATER TREATMENT & DISTR.

Position Description:

Supervise, coordinate and participate in the work of skilled employees engaged in the maintenance, repair, and installation of electrical, instrumentation, and communication equipment, systems, and facilities. In consultation with Operations, Maintenance, Engineering, and Water Information Technology staff, develop and oversee preventative maintenance and calibration program for critical electrical and instrumentation equipment. Areas of responsibility include electrical equipment, field instrumentation and security devices, and process control systems, including programmable logic controllers (PLCs). Apply for electrical permits for work conducted by the Minneapolis Division of Water Treatment & Distribution Services.

Required Qualifications:

Education: Completion of Trades School or equivalent and master electrician licensure

Experience:

- At least six (6) years of experience working as an electrician.
- At least two (2) years of experience supervising multi-person crews performing electrical work.
- At least six (6) months of direct experience working with 13.8 kV electrical service.
- Familiarity with Allen-Bradley programmable logic controllers (PLCs), and Ethernet, Devicenet, and Controlnet networks

Licenses/Certifications:

- Licensed as Master Electrician
- Within three (3) months of hire, obtain and hold the *Certificate of Employment of Master Electrician Responsible for Electrical Construction and Maintenance* with the Minnesota Department of Labor & Industry for the Division
- Valid Driver's License

2015-00113	Supervisor, Engineering Technician I	Full-time	\$30.01 - \$32.79 hourly	05/26/15	06/12/15
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Department:

PW - Traffic and Parking Services

Position Description:

Participate and supervise Engineering Technicians engaged civil engineering work in the field and office. Oversee (and work on) the production of engineering designs, construction site plans, specifications and repair and/or replacement plans for City owned facilities using computer assisted design software. Oversee and complete work on as built drawings and specifications of completed construction and renovation projects in order to ensure high quality records for future reference. Monitor and perform inspection and investigation work related to assigned engineering projects in order to evaluate conditions of structures, roadways, bridges, sanitary and storm sewers, etc. and to recommend repairs and/or replacement when needed to ensure safety of existing structures.

Required Qualifications:

Education: Associate Degree in Engineering Technology or equivalent

Experience: Three years of experience performing similar duties

Licenses: Valid Drivers License

Certifications: The following MnDOT Certifications are highly desirable for the Transportation Planning & Engineering position. However, these MnDOT Certifications must be obtained within eighteen (18) months of hire.

- Bridge and Construction
- Grading and Base 1
- Concrete Field 1 and 2
- Knowledge and experience in using MnDOT's "Delegated Contract Process" in administering construction projects.

2015-00130	Water Resources Regulatory Coordinator	Full-time	\$70,411.00 - \$89,260.00 annually	05/05/15	06/02/15
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Department:

PW - STORM WATER

Position Description:

Responsible for providing additional coordination of efforts to comply with Federal, State, and Local regulations for storm water management and surface water management under the direction of the Water Resources Regulatory Administrator. The position will also work cooperatively with overall planning and programming for City surface water, storm water and sanitary sewer systems.

Required Qualifications:

Education: Bachelor's degree in Earth Science, Biological Science, Civil Engineering, Environmental Engineering, Environmental Studies, Urban Planning, Landscape Architecture or a related field. A Master's degree is desirable.

Experience: Five (5) years of experience which includes progressively responsible supervisory experience, and experience in water quality regulatory processes, permits, and stormwater treatment practices.

License/Certificates: This position requires a valid Minnesota Driver's License.

Positions for City Employees Only

Job #	Job Title	Job Type	Salary	Open Date	Close Date
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2015-00140	Accountant I	Full-time	\$23.08 - \$30.95 hourly	05/18/15	05/29/15
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Department:

Finance & Property Services -- **This opening is restricted to current City of Minneapolis employees.**

Position Description:

Perform professional level accounting work in assisting in fulfilling Accounting and Financial reporting responsibilities for the City of Minneapolis. Performance of accounting functions pertaining to grants, accounts receivable, accounts payable, deposits, projects, and outstanding accounts. Responsible for beginning entries, reconciling, trial balance preparation, adjusting and closing General Ledger entries, through final fund balances. Preparation of month end

financial and statistical reports providing detailed historical analysis of various accounts and generating month end summary reports for all activity. Prepare journal entries for revenue and expense accounts internal billing, including researching discrepancies and making appropriate adjustments.

Required Qualifications:

Education: Bachelor's Degree with a Major in Accounting, Business Administration, Finance or a closely related field with no experience or an Associate Degree and two years of professional level public sector accounting experience.

Experience: Two years of professional level accounting experience, which have included preparation of financial statements and general ledger accounting.

Appointed Positions

Job Title:

Manager Field Support

Department:

Public Works

Position Description:

The Manager Field Support will oversee the Public Works safety and training programs, coordinate cross-divisional staffing and equipment needs and develop and oversee emergency management policy and procedure development. This newly created position will oversee and coordinate all Public Works employee safety-related initiatives as well as developing a strategic communication plan to market the importance of safety with Public Works. Additionally the incumbent will oversee safety, equipment and field operations; dispatching and arranging City owned and rental equipment, as well as dispatching employees to job assignments to fulfill user work requests and business needs.

For full position description and information on how to apply please visit the City of Minneapolis website at <http://www.ci.minneapolis.mn.us/jobs/index.htm> or send your resume and cover letter to Monique.cuff@minneapolismn.gov .

Job Title:

Director of Transportation
Planning & Programming

Department:

Public Works

Position Description:

The Director – Transportation Planning and Programming a newly created position; will develop a new division for the Department of Public Works that includes long-term traffic planning with an emphasis in alternate modes of transportation, including bicycle and pedestrian programs, light rail and street cars. The new Division will also be responsible for short and long term asset management planning as it relates to transportation and transit infrastructure and leading City towards national recognition for innovative and sustainable transportation and transit infrastructure. The director will manage a staff of approximately 26 professionals.

The City seeks a collaborative leader who will engage our policy makers, the community, and agency partners to continually improve mobility throughout our world class city.

For full position description and information on how to apply please visit the City of Minneapolis website at <http://www.ci.minneapolis.mn.us/jobs/index.htm> or send your resume and cover letter to Monique.cuff@minneapolismn.gov .